



## **City of Richwood**

1800 Brazosport Blvd.  
Richwood, TX 77531  
Phone (979)265-2082  
Fax (979)265-7345

### New Residential Permitting

The information needed for a permit to be issued is:

1. Building plans (including Electrical, Plumbing, Mechanical)  
Must be engineered approved.
2. Setback Requirements, signed and notarized
3. Plot plan
4. Elevation certificate (plus slab elevation certificate if in flood zone)
5. WPI-1 (windstorm application)
6. Construction Site Notice (one of the following)
  - A. Small construction site notice
  - B. Large construction site notice
    1. Notice of intent\*\*\* (only if submitting Large Construction Site Notice)
7. SWP3 (storm water pollution prevention plan)  
(plot plan w/runoff and sediment controls drawn in)
8. SWPAF (storm water permit application form)
9. Oakwood Shores - ARC approval letter (if applicable)
10. Flood plain Development Permit (if applicable)
11. TCEQ Authorization to Construct On Site Sewage Facility (Oakwood Shores)
12. Application for water service

All required information will need to be submitted, a lack of required information will result in a delay of your permitting. Please allow up to seven days for your permit to be approved.

\*\*\*#6 – 8 Information on these can be found by visiting the Brazoria County Stormwater Quality Coalition website at [www.ms4web.com/bcswqc](http://www.ms4web.com/bcswqc)

\*\*If property is located in a flood hazard area you must submit an application for Floodplain Development Permit.

\*\*\*NOI – Must be filed with state and copy of receipt turned in to the City.



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November 21, 2013

**Effective beginning January 1, 2014**

**New Residential Construction:**

A plan check fee of \$50.00 for new residential construction will be due when the permit is submitted for review to the City of Richwood.

**New Commercial Construction:**

A plan check fee of \$250.00 for new commercial construction will be due when the permit is submitted for review to the City of Richwood.

Thank you,  
Kenny Williams  
Public Works Director



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# **RESIDENTIAL BUILDING PERMIT APPLICATION**

Permit # \_\_\_\_\_ Project Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Section: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Type of Construction: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_

Total Sq. Ft: \_\_\_\_\_ No. of Stories: \_\_\_\_\_

Use Zone: \_\_\_\_\_

Class of Work: New \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Repair \_\_\_\_\_

Description of Work: \_\_\_\_\_

Value of Work: \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within six months or if construction or work is suspended or abandoned for a period of one year at any time after work is commenced.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Date paid: \_\_\_\_\_

Plan reviewed by: \_\_\_\_\_



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# **ELECTRICAL PERMIT APPLICATION**

Permit # \_\_\_\_\_ Project Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Section: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Master Electrician's Name: \_\_\_\_\_ License #: \_\_\_\_\_

Description of Work: \_\_\_\_\_

ITEMS	COST	QUANTITY	TOTAL
Base Permit Fee	\$20.00		\$20.00
Meter Loop & Service	\$7.50		
Temporary Pole	\$7.50		
Outlets over four	\$ .50		
Lighting Fixtures	\$ .50		
Ranges	\$1.00		
Clothes Dryer	\$1.00		
Water Heater(s)	\$1.00		
Cooking Top	\$1.00		
Garbage Disposals	\$1.00		
Dishwasher(s)	\$1.00		
Smoke Detectors	\$1.00		

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within six months or if construction or work is suspended or abandoned for a period of one year at any time after work is commenced.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee: \_\_\_\_\_ Date paid: \_\_\_\_\_

Plan reviewed by: \_\_\_\_\_





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# **PLUMBING PERMIT APPLICATION**

Permit # \_\_\_\_\_ Project Address: \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Master Plumber Name: \_\_\_\_\_ License #: \_\_\_\_\_

Description of Work: \_\_\_\_\_

ITEMS	COST	QUANTITY	TOTAL
Base Permit Fee	\$20.00		\$20.00
Plumbing Fixtures	\$2.50		
Water Heater(s)	\$10.00		
Water Piping	\$5.00		
Sewer/Septic Tank	\$5.00		
Gas outlet(s)	\$3.00		

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within six months or if construction or work is suspended or abandoned for a period of one year at any time after work is commenced.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Date paid: \_\_\_\_\_

Plan reviewed by: \_\_\_\_\_



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# **MECHANICAL PERMIT APPLICATION**

**Permit #** \_\_\_\_\_ **Project Address:** \_\_\_\_\_

**Owner** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Contractor** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**HVAC License Holder:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**Value of Work:** \_\_\_\_\_

<b>Base Fee</b>	<b>\$20.00</b>	
<b>Each 0 to 5 ton</b>	<b>\$5.00</b>	_____
<b>Each greater than 5 ton to 10 ton</b>	<b>\$7.50</b>	_____
<b>Each greater than 10 ton to 50 ton</b>	<b>\$10.00</b>	_____
<b>Each greater than 50 ton and up</b>	<b>\$15.00</b>	_____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within six months or if construction or work is suspended or abandoned for a period of one year at any time after work is commenced.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit Fee:** \_\_\_\_\_

**Date paid:** \_\_\_\_\_

**Plan reviewed by:** \_\_\_\_\_



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### **PERMIT TIME LIMITS – EXPIRATION – RENEWALS**

Permits shall expire one year from the date of issue, whether or not construction has been initiated.

Permits shall expire if the permit holder fails to request and pass a required inspection during any six month period.

Initial permit time limits for commercial construction will be determined on a case by case basis by the Public Works Director.

The Public Works Director is authorized to grant no more than one permit extension, not to exceed 180 days.

Requests for permit extension must be made to the Public Works Director prior to permit expiration, must be in writing and shall show justifiable cause for the extension.

No inspections shall be made on any site with an expired permit, nor will any Certificate of Occupancy be issued for an expired permit.

Permit renewal fees are payable at City Hall and are assessed based on the percentage of work completed.

Renewal of building permits does not automatically renew any expired permit associated with the building permit, including but not limited to the electrical, mechanical or plumbing permits.

If subcontractors different from the original permitting subcontractors are to complete the project, new permits must be obtained and the subcontractor must be registered with the City.

### **INSPECTION FEES:**

If an inspection fails for any reason a second time, a reinspection fee of \$25 will be charged for each subsequent inspection.



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### **Process for culvert setting**

1. ALL DRIVEWAYS AT OAKWOOD SHORES MUST BE MINIMUM 20' WIDE
2. Purchase culverts and have them delivered to your property
3. Mark with stakes/paint where you want them to be set
4. Order material for driveway
5. Call the city with your information.

**\*\*THE CITY MUST VERIFY THAT THE CULVERTS ARE ON SITE BEFORE THE REQUEST IS TURNED IN TO THE COUNTY – NO EXCEPTIONS.**

**PLEASE DO NOT PLACE YOUR TEMPORARY DRIVEWAY WHERE YOU WANT YOUR PERMANENT DRIVEWAY - THE COUNTY WILL NOT REMOVE THE EXISTING TEMPORARY CULVERTS TO PLACE THE PERMANENT DRIVE IN THE SAME LOCATION**

Once verified, we will email the county to get it on their agenda.

The county will use what dirt they have removed for the culverts and place it on top of them. If you want something like stabilized sand/crushed concrete to be put on top, then you will need to order it from your preferred sand company.

The City does not require you to put cement stabilized sand under your culverts when they are set. It is recommended for subdivisions like Oakwood Shores because the weight of the construction trucks driving over your driveway will cause the culverts to shift and crack. If this happens the county will have to go back out and reset them.

If you choose to have material put down, you will need to call the sand company, place a credit card on file and let them know that the county will come out and pick it up. You will need to call the city with your name, address, phone number and whom you purchased the sand from. We will then email the county and let them know you are requesting culverts to be set.

Culverts being set on a street that intersects with a county road will have to be approved in County Commissioner's Court (all of Oakwood Shores). They meet twice a month and your request must be emailed in one week prior to their meeting, so that it can be placed on the agenda. Once approved it will take a couple of weeks or so for the work to be done, weather permitting. The county will call you and let you know.





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### **STORM WATER PERMITTING**

Builder can go to [www.ms4web.com/bcswqc](http://www.ms4web.com/bcswqc), Brazoria County Storm Water Quality Coalition website to find out information on obtaining a storm water permit.

The builder will need to submit the appropriate notices/permits to the City of Richwood, based upon the size of the land being developed.

If the site is **less than five acres** the builder will need to submit to the City the following;

1. Small Construction Site Notice
2. SWP3 (Storm Water Pollution Prevention Plan)
3. SWPA (Storm Water Permit Application Form)

This information will need to be turned in along with your building plans. When your permits are ready you will pay the appropriate building permit fees along with the \$45.00 per acre fee for the SWPA.

If the site is in a subdivision that is **larger than five acres** the builder will need to submit to the City the following:

1. Large Construction Site Notice
2. NOI (Notice of Intent)
3. SWP3 (Storm Water Pollution Prevention Plan)
4. SWPA (Storm Water Permit Application Form)

This information will need to be turned in along with your building plans. When your permits are ready you will pay the appropriate building permit fees along with the \$45.00 per acre fee for the SWPA.

More information can be found at the TCEQ website:

[www.tceq.state.tx.us/goto/wq\\_construction/](http://www.tceq.state.tx.us/goto/wq_construction/)



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### **EFFECTIVE MAY 22, 2013 – UPDATED JULY 2, 2013**

Before any building or any disturbance of property takes place, you must be in compliance with the City of Richwood/BCSWQC regulations. The following must be done BEFORE work is started or a stop work order will be issued for your property and you may be fined.

#### **Oakwood Shore Subdivision:**

1. Storm Water Pollution Prevention Plan must be posted at the site and remain at the site during the entire building process.
2. The protective measure you use must be installed properly and put up BEFORE any work is done. If you are using a vegetative buffer you must maintain it during the entire building process. Do not drive through this area or cause any type of disturbance to it. If this area gets disturbed then you will have to put up silt fencing and any silt fencing installed will need to be installed properly.
3. Rock must be installed on top of the driveway extending from roadway into the property ten feet. This is to keep the dirt from the property off of the road.
4. Site must have an enclosed trash/debris containment area set up BEFORE work is started. This must be maintained until job completion.

#### **Brazos Crossing/Audubon Wood Subdivisions I, II, III:**

1. Storm Water Pollution Prevention Plan must be posted at the site and remain at the site during the entire building process.
2. Silt fencing is required to be used as your control measure in these subdivisions. The silt fencing must be installed BEFORE work is started and must be installed properly and maintained during the entire building process.
3. Site must have an enclosed trash/debris containment area set up BEFORE work is started. This must be maintained until job completion.

**Any violations of the storm water regulations will result in the issuance of a stop work order notice, delay of inspections and possible fines.**

If you have any questions, please call and speak with Kenny Williams or Jennifer Beaty.

Thank you for your cooperation.



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11/26/12

Clarification on the NOI – Storm Water Permitting

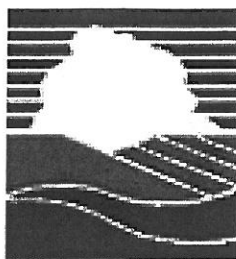
Per TCEQ Storm Water Permitting

The Notice of Intent (NOI) can be used for the entire subdivision as long as the Project/Site Information **does not** list a specific address. It will need to list only the subdivision name, such as Oakwood Shores. If the NOI has a specific site address on it, it will only be able to be used on that specific site address and you will be required to apply for a new NOI for every additional house built in that subdivision.

The permit term is March 5<sup>th</sup> to March 5<sup>th</sup>. The current permit term expires on March 5, 2013. You will need to apply for and pay for a new permit covering the next five years. The permit will need to be renewed every five years on/around March 5<sup>th</sup>.

Current permit period – March 5, 2013 to March 5, 2018

Jennifer Beaty  
PW Administrative Assistant



# SMALL CONSTRUCTION SITE NOTICE

FOR THE  
Texas Commission on Environmental Quality (TCEQ)  
Storm Water Program  
**TPDES GENERAL PERMIT TXR150000**

The following information is posted in compliance with **Part II.E.2.** of the TCEQ General Permit Number TXR150000 for discharges of storm water runoff from small construction sites. Additional information regarding the TCEQ storm water permit program may be found on the internet at:

[http://www.tceq.state.tx.us/nav/permits/wq\\_construction.html](http://www.tceq.state.tx.us/nav/permits/wq_construction.html)

Operator Name:	
Contact Name and Phone Number:	
Project Description: <i>Physical address or description of the site's location, estimated start date and projected end date, or date that disturbed soils will be stabilized</i>	
Location of Storm Water Pollution Prevention Plan:	

For Small Construction Activities Authorized Under Part II.E.2. (Obtaining Authorization to Discharge) the following certification must be completed:

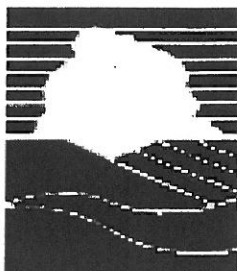
I \_\_\_\_\_ (Typed or Printed Name Person Completing This Certification) certify under penalty of law that I have read and understand the eligibility requirements for claiming an authorization under Part II.E.2. of TPDES General Permit TXR150000 and agree to comply with the terms of this permit. A storm water pollution prevention plan has been developed and will be implemented prior to construction, according to permit requirements. A copy of this signed notice is supplied to the operator of the MS4 if discharges enter an MS4. I am aware there are significant penalties for providing false information or for conducting unauthorized discharges, including the possibility of fine and imprisonment for knowing violations.

Signature and Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Date Notice Removed  
MS4 operator notified per Part II.F.3.



## Attachment 4



# LARGE CONSTRUCTION SITE NOTICE

FOR THE

Texas Commission on Environmental Quality (TCEQ)  
Storm Water Program

**TPDES GENERAL PERMIT TXR150000**

## ***“PRIMARY OPERATOR” NOTICE***

This notice applies to construction sites operating under Part II.E.3. of the TPDES General Permit Number TXR150000 for discharges of storm water runoff from construction sites equal to or greater than five acres, including the larger common plan of development. The information on this notice is required in Part III.E.2. of the general permit. This notice shall be posted along with a copy of the signed Notice of Intent (NOI), as applicable. Additional information regarding the TCEQ storm water permit program may be found on the internet at: [http://www.tceq.state.tx.us/nav/permits/sw\\_permits.html](http://www.tceq.state.tx.us/nav/permits/sw_permits.html)

Site-Specific TPDES Authorization Number:	
Operator Name:	
Contact Name and Phone Number:	
Project Description: <i>Physical address or description of the site's location, and estimated start date and projected end date, or date that disturbed soils will be stabilized.</i>	
Location of Storm Water Pollution Prevention Plan:	

**City of Richwood**

**Storm Water Permit Application Form**

Database ID:		Tracking ID:	
Application Date:			
Construction Site:			
Site Address:			
<b>Site Owner Information</b>			
Owner Name:			
Owner Address:			
Owner City/State/Zip:			
Owner Contact:			
Owner Phone:			
Owner Fax:			
Owner Cell Phone:			
<b>Site Operator Information</b>			
Operator Name:			
Operator Address:			
Operator City/State/Zip:			
Operator Contact:			
Operator Phone:			
Operator Fax:			
Operator Cell Phone:			
<b>Construction Schedule</b>			
Expected Start Date:			
Expected Completion Date:			
<b>Acreage and Fee Calculations</b>			
Total Site Acreage:			
Total Fee Units *			
Fee (Total Fee Units X \$45)			
<b>Stormwater Quality Plan Summary</b>			
<b>Site Description</b>			
Type of Construction:			
Total Site Acreage:			
Land Disturbance Acreage:			
<b>Temporary Sediment Controls (Check the boxes that apply)</b>			
Filter Fabric (Silt) Fences	<input type="checkbox"/>	Hay Bales	<input type="checkbox"/>
Inlet Protection	<input type="checkbox"/>	Dikes or Swales	<input type="checkbox"/>
Stabilized Entrances and Exits	<input type="checkbox"/>	Vegetative Buffer	<input type="checkbox"/>
Grassy Swales	<input type="checkbox"/>	Rock Filter Dam	<input type="checkbox"/>
Rock Gabions	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
<b>Erosions and Stabilization Practices (Check the boxes that apply)</b>			
Hydromulch Seeding	<input type="checkbox"/>	Sodding	<input type="checkbox"/>
Mulching	<input type="checkbox"/>	Temporary Seeding	<input type="checkbox"/>
Paving	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
<b>Structural Controls (Only required for drainage areas greater 10 acres)</b>			
Temporary Sediment Ponds	<input type="checkbox"/>	Temporary Sediment Traps	<input type="checkbox"/>
Alternate Perimeter Controls	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
<b>Permanent Controls (Only required for construction sites resulting in at least 1 acre of new impervious surface area)</b>			
On-Site Detention (Dry or Wet)	<input type="checkbox"/>	Vegetated Swales	<input type="checkbox"/>
Low Impact Development	<input type="checkbox"/>	Low Velocity Drainage Channels	<input type="checkbox"/>
Regional Detention	<input type="checkbox"/>	Post-Construction Peak Flow equals Pre-Construction Peak Flow	<input type="checkbox"/>

\*Fee units are equal to the number of acres rounded up to the next whole number. (Example: 2.3 acres equals 3 fee units)

For additional information about Storm Water Permitting please visit: [www.MS4web.com/bcswqc](http://www.MS4web.com/bcswqc)

# FLOODPLAIN DEVELOPMENT PERMIT

Richwood, Texas

## Section 1 – Application

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone No.: (     ) \_\_\_\_\_ Work Phone No.: (     ) \_\_\_\_\_

Physical Location of Site: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

**Required Attachments:** (1) Plans showing location, dimensions, and elevations of lowest floors of proposed project; (2) Engineer's or Architect's certification of floodproofing of non-residential structures; (3) information relative to any waterway alteration; and (4) other information as requested by the Floodplain Administrator in writing.

## Section 2 – Exemption

This project is determined to lie outside of the 100-year floodplain and thus is exempted from the County's "Flood Damage Prevention Order." *(Warning: This determination was made using F.I.A. and U.S.G.S. maps with limited accuracies; the undersigned is responsible only for interpretation of available data.)*

Date: \_\_\_\_\_

\_\_\_\_\_  
Floodplain Administrator or Designated Assistant

## Section 3 – Permit\*\*

This project is determined to lie within the 100-year floodplain and must be flood-proofed to an elevation of \_\_\_\_\_ feet above mean sea level and shall conform to the attached requirements contained in the "Flood Damage Prevention," Chapter 7 of the Richwood Code of Ordinances. *(Warning: This determination was made using F.I.A. and U.S.G.S. maps with limited accuracies; the undersigned is responsible only for interpretation of available data.)*

Date: \_\_\_\_\_

\_\_\_\_\_  
Floodplain Administrator or Designated Assistant

## Section 4 – Permit Denied

Permit to proceed with this project is denied for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Floodplain Administrator or Designated Assistant

**\*\* Applicant shall furnish an elevation certificate within 10 business days of completion of foundation construction.**

Fee Paid (amount): \$ \_\_\_\_\_

Check #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

## **Floodplain Development**

Structures within the Special Flood Hazard Area (SFHA) in a community participating in the National Flood Insurance Program (NFIP) are subject to floodplain management regulations that impact building standards and are designed to minimize flood risk. In addition to federal standards, the City of Richwood has ordinances in place which further govern development within the SFHA. These standards apply to new structures and to substantial improvements within existing structures. The City defines a substantial improvement as any reconstruction, rehabilitation, or addition to an existing structure, the cost of which exceeds 50 percent of the structure's appraised or market value (whichever the builder chooses to use).

### **Key components of Floodplain Development:**

- A Floodplain Development Permit is required for all work in the floodplain.
- A post construction finished floor Elevation Certificate is required for structures within the SFHA. This certification must be made by a Texas Registered Professional Surveyor, Engineer or Architect.
- The Finished Floor (lowest floor - including basement floor) elevation of structures within the SFHA must be a minimum of 2.8 feet above the Base Flood Elevation (BFE). A Base Flood Elevation can typically be provided by Public Works. In some cases, a BFE cannot be determined due to lack of hydraulic data.

### **Floodplain Development Permit**

Any activity performed in the floodplain must have a Floodplain Development Permit. This includes grading, filling, residential construction and commercial construction.

To obtain a permit, you must complete a Floodplain Permit application. Applications can be picked up at City Hall. Complete and return the form to City Hall along with plans showing the location, dimensions, and elevations of the lowest floors of proposed project, Engineer's or Architect's certification of floodproofing of non-residential structures, information relative to any waterway alteration and any other information as requested by the Floodplain Administrator in writing.



## WHAT IS A SEPTIC SYSTEM OR ON-SITE SEWAGE FACILITY?

An on-site sewage facility is a system for the treatment and disposal of wastewater less than 5000 gpd, that is generated and disposed on that site. Various means of treatment and disposal are available. Soil type and water tables restrict the old standard septic system in most of Brazoria County.

## DO I NEED ONE?

If your property is not within reach of a "city" or "public" sewer line and if your project will generate wastewater, then the answer is "yes". A building equipped with bathrooms, sinks, kitchens, washing machines, etc. will generate wastewater. Older properties with inadequate or malfunctioning facilities are required to have a new facility installed.

## WHAT MUST I DO TO HAVE ONE INSTALLED?

Have a site evaluation conducted at the location of the project (home, business, etc.) by a site evaluator. If the evaluation requires an alternative system, then professional plans must be drawn by a Professional Engineer or a Registered Sanitarian. Submit the drawings with the permit application to Brazoria County Environmental Health Department with a contract with a state-licensed installer to do work.

## HOW DO I OBTAIN A PERMIT TO INSTALL AND OPERATE ONE?

To obtain a permit, you must fill out an application and submit it with a set of construction drawings and a site evaluation report. Drawings for alternative systems must be done by either a registered engineer or

registered sanitarian. The site evaluation reports must be done by a registered site evaluator.

\*\*\*\*\*

## A GUIDE TO OBTAINING AN ON-SITE SEWAGE FACILITY (SEPTIC SYSTEM) PERMIT.

This checklist has been prepared to help guide you through the permitting process. If you have any questions, please do not hesitate to call us at (979) 864-1600.

### To obtain a permit, the following items must be submitted:

- ◇ A completed application signed and notarized by the property owner.
- ◇ One set of drawings prepared by either a registered engineer or registered sanitarian. Drawings must be to scale and must clearly detail the on-site sewage facility to be installed.
- ◇ One copy of a site evaluation report which includes a soils investigation of the proposed installation site. (Forms for this purpose may be obtained from this office.) The evaluation must be signed by a site evaluator.
- ◇ If you are installing a spray irrigation system, an affidavit signed and notarized by the property owner indicating the licensee is aware of his responsibility for proper maintenance and operation of the on-site sewage facility. (Affidavit forms are available from this office and may be notarized here.) Also, a copy of a maintenance agreement with a licensed company must be attached to the design.

- ◇ The fees for the permit and inspection total \$210.00 for single family dwellings and \$410.00 for all others. If more inspections are required, an additional \$100.00 or \$200.00 for each trip to the job-site is charged. Payment must be made by cashier's check, money order, or cash, and made payable to the Brazoria County Environmental Health Department.

You must indicate on the permit, whether you intend to install the system or have a registered installer do the work. All installers doing work in Brazoria County must be registered by the Texas Commission on Environmental Quality. To insure an installer is registered, call (979) 864-1600 or ask to see his/her current registration card.

Two to five days should be allowed for review of plans and supporting documents. Non-standard system plans may take up to 30 days and be reviewed by the TCEQ staff in Austin.

As the property owner, you must insure that your on-site sewage facility is inspected by the Environmental Health Department and passes all inspections prior to covering it up or using it. The permit does expire 12 months from the date of issuance, so all inspections must be done prior to this time.

\*\*\*\*\*

## HOW MUCH DO THEY COST AND WHO PUTS THEM IN?

According to reports from on-site sewage facility installers, a facility for a single family dwelling generally costs between \$4,500 and \$7,000. It must be installed by an installer registered by the Texas Commission on Environmental Quality or installed by the

homeowner. Care must be exercised when installing these systems so that they will function as designed.

Also, the average cost of services for engineers and sanitarians, are generally between \$300 and \$600.

### HOW DO I KEEP IT WORKING?

To keep your system working and to avoid costly repairs, some basic rules should be followed. First, never dispose of household wastes, such as toxic chemicals in your system. Garbage disposals should be avoided or the system should be over designed to accommodate the extra waste load. Secondly, conserve water whenever possible. One leaking toilet can over burden your system and cause a problem. Your system must also be properly maintained. If you have septic tanks, they should be pumped every two to three years to insure proper operation. Remember, pumping your tank is like changing your oil. You won't see immediate results but your system will keep working longer with fewer repairs.

### Director Environmental Health

\*\*\*\*\*

BRAZORIA COUNTY ENVIRONMENTAL  
HEALTH DEPARTMENT  
111 E Locust Bldg, A-29, Suite 270  
ANGLETON, TEXAS 77515

(979) 864-1600  
(979) 388-1600  
(281) 756-1600

### HOURS OF OPERATION:

MONDAY THROUGH FRIDAY  
8:00am-5:00pm

\*\*\*\*\*

### RULES OF BRAZORIA COUNTY, TEXAS FOR ON-SITE SEWAGE FACILITIES (Septic Systems)

### INFORMATION GUIDE



### ENVIRONMENTAL

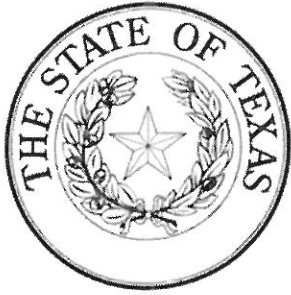
### HEALTH

(979) 864-1600  
(979) 388-1600  
(281) 756-1600

### ON-SITE

### SEWAGE FACILITIES

KAREN CARROLL



Texas Commission on Environmental Quality  
APPLICATION FOR ON-SITE SEWAGE FACILITY  
NEW CONSTRUCTION

TCEQ REGION NUMBER

COUNTY OF INSTALLATION

TCEQ USE ONLY

APPLICATION NO.

DATE RECEIVED

AMOUNT

1. PROPERTY OWNER'S NAME: \_\_\_\_\_  
(Last) (First) (Middle)

2. CURRENT MAILING ADDRESS: \_\_\_\_\_

3. HOME PHONE NO.: ( ) \_\_\_\_\_ OTHER or FAX NO.: ( ) \_\_\_\_\_

4. 911 SITE ADDRESS: \_\_\_\_\_

5. PROPERTY LEGAL DESCRIPTION: \_\_\_\_\_

Acreage: \_\_\_\_\_ Plat Date: \_\_\_\_\_ Subdivision name (if applicable): \_\_\_\_\_

*PLEASE ATTACH VERIFICATION OF LEGAL DESCRIPTION SUCH AS A COPY OF: DEED, PLAT MAP, SURVEY,  
OR OTHER DOCUMENTATION CONTAINING LEGAL DESCRIPTION*

6. DIRECTIONS TO SITE: \_\_\_\_\_

7. SOURCE OF WATER: ☐ Private Well ☐ Public Water Supply \_\_\_\_\_  
(Name of Supplier)

8. SINGLE FAMILY RESIDENCE: No. of Bedrooms: \_\_\_\_\_ Living Area (ft<sup>2</sup>): \_\_\_\_\_

9. COMMERCIAL/INSTITUTIONAL (other than single-family residence) TYPE: \_\_\_\_\_

BUSINESS / INSTITUTION NAME: \_\_\_\_\_

RESPONSIBLE OFFICIAL: \_\_\_\_\_ NO. OF EMPLOYEES/UNITS: \_\_\_\_\_

10. SITE EVALUATOR: \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

PHONE NO.: ( ) \_\_\_\_\_ OTHER or FAX NO.: ( ) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

11. INSTALLER: \_\_\_\_\_ LICENSE NO.: \_\_\_\_\_

PHONE NO.: ( ) \_\_\_\_\_ OTHER or FAX NO.: ( ) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the Texas Commission on Environmental Quality to enter upon the above described property for the purpose of soil/site evaluation and investigation of an on-site sewage facility.**

SIGNATURE OF OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

This application may be executed in separate and multiple counterparts, which together shall constitute a single instrument. Any executed signature on this agreement may be transmitted by digital or electronic transmission, including but not limited to facsimile transmission and electronic mail. Any signature affixed to this application shall constitute an original signature for all purposes.

**Texas Commission on Environmental Quality**

**ON-SITE SEWAGE FACILITY  
TECHNICAL INFORMATION FOR PERMIT**

**PROFESSIONAL DESIGN REQUIRED?:** ☐ Yes ☐ No If yes, professional design attached: ☐ Yes ☐ No

Designer Name: \_\_\_\_\_ License Type and No. \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_ Other or Fax No. (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**I. TYPE AND SIZE OF PIPING FROM:** (EXAMPLE: 4" SCH 40 PVC)

Stub out to treatment tank: \_\_\_\_\_

Treatment tank to disposal system: \_\_\_\_\_

**II. DAILY WASTEWATER USAGE RATE: Q= \_\_\_\_\_ (gallons/day)**

Water Saving Devices: ☐ Yes ☐ No

**III. TREATMENT UNIT(S):** ☐ Septic Tank ☐ Aerobic Unit

A. • Tank Dimensions: \_\_\_\_\_ • Liquid Depth (bottom of tank to outlet): \_\_\_\_\_

• Size Proposed: \_\_\_\_\_ (gal) • Manufacturer : \_\_\_\_\_

• Material/Model #: \_\_\_\_\_

• Pretreatment Tank : ☐ Yes SIZE : \_\_\_\_\_ (gal) ☐ No ☐ NA

• Pump/Lift Tank : ☐ Yes SIZE : \_\_\_\_\_ (gal) ☐ No ☐ NA

B. OTHER ☐ Yes ☐ No If yes, please attach description.

**IV. DISPOSAL SYSTEM:**

Disposal Type: \_\_\_\_\_

Manufacturer and Model: \_\_\_\_\_

Area Proposed : \_\_\_\_\_ square feet

**V. ADDITIONAL INFORMATION:**

**NOTE - THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETED.**

A. Soil/Site evaluation      B. Planning materials (If Applicable)

**DO NOT BEGIN CONSTRUCTION PRIOR TO OBTAINING AUTHORIZATION TO CONSTRUCT. UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND/OR ADMINISTRATIVE PENALTIES.**

**SIGNATURE OF INSTALLER OR DESIGNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*If you have questions on how to fill out this form or about the on-site sewage facility program, please contact us at your local regional office or at 512/239-3799. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512/239-3282.*

This application may be executed in separate and multiple counterparts, which together shall constitute a single instrument. Any executed signature on this agreement may be transmitted by digital or electronic transmission, including but not limited to facsimile transmission and electronic mail. Any signature affixed to this application shall constitute an original signature for all purposes.



THE COUNTY OF \_\_\_\_\_  
STATE OF TEXAS

**AFFIDAVIT TO THE PUBLIC**

According to Texas Commission on Environmental Quality (TCEQ) Rules for On-Site Sewage Facilities (OSSFs), this document is filed in the Deed Records of \_\_\_\_\_ County, Texas.

**I**

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (commission) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), §5.012 and §5.013, gives the commission primary responsibility for implementing the laws of the State of Texas relating to water and adopting rules necessary to carry out its powers and duties under the TWC. The commission, under the authority of the TWC and the Texas Health and Safety Code, requires owners to provide notice to the public that certain types of OSSFs are located on specific pieces of property. To achieve this notice, the commission requires a recorded affidavit. Additionally, the owner must provide proof of the recording to the OSSF permitting authority. This recorded affidavit is not a representation or warranty by the commission of the suitability of this OSSF, nor does it constitute any guarantee by the commission that the appropriate OSSF was installed.

**II**

An OSSF requiring a maintenance contract, according to 30 Texas Administrative Code 285.91(12) will be installed on the property described as (insert legal description):

The property is owned by (insert owner's full name)

This OSSF shall be covered by a continuous service policy for the first two years. After the initial two-year service policy, the owner of an aerobic treatment system for a single family residence shall either obtain a maintenance contract within 30 days or maintain the system personally.

Upon sale or transfer of the above-described property, the permit for the OSSF shall be transferred to the buyer or new owner. A copy of the planning materials for the OSSF may be obtained from the TCEQ.

WITNESS BY HAND(S) ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,

\_\_\_\_\_  
Owner(s) signature(s)

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,

\_\_\_\_\_  
Notary Public, State of Texas  
Notary's Printed Name:

My Commission Expires:

## Building Permits (Residential)

The City of Richwood has adopted building codes and zoning regulations to insure basic minimum requirements for all construction in the city and to insure the public health, welfare, and safety. This will allow for growth that does not infringe on existing residents and helps real estate values to continue to grow. Permits are required so that city staff can monitor growth and construction. They also allow the city to insure that residential areas present a proper appearance and meet minimum standards.

NOTE: All building improvements, whether permanent, portable or temporary must have a final inspection and approval by the Public Works Director.

Minimum requirements for residential zones are as follows:

**1. R-1, single-family residence zone.** The purpose and description for single-family residence is for individual home sites. The permitted uses are single-family dwellings, and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district.

[a.] The maximum percentage of the lot used for building will be 35 percent of the lot.

[b.] The minimum floor area, or living space in square feet will be 1,000 square feet.

[c.] The maximum building height will be 2 1/2 stories or 35 feet.

[d.] The minimum lot size is as follows:

[1.] Front, 70 feet.

[2.] Depth, 120 feet.

[3.] Area, 8,400 square feet.

[e.] The minimum building setbacks are as follows:

[1.] Front, 25 feet.

[2.] Side, 7 1/2 feet.

[3.] Rear, 20 percent of the lot depth.

[4.] Side street, 15 feet.

[f.] The permitted accessory uses are for private garages, storage sheds. No structure is permitted for any business enterprise.

[g.] The accessory building requirements in a R-1 Zone are as follows:

[1.] Maximum height, 25 feet.

[2.] Minimum setbacks are as follows:

[i] Front, 60 feet.

- [ii] Side, 7 1/2 feet.
- [iii] Back, 15 feet.

**2. R-1A, single-family residence zone - zero lot lines.** (*Eagle's Nest Court only*) The purpose and description for single family residence is for individual home sites. The permitted uses are single family dwellings and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district.

[a.] The maximum percentage of the lot used for building will be 45 percent of the lot.

[b.] The minimum floor area, or living space in square feet will be 1,000 square feet.

[c.] The maximum building height will be 2 1/2 stories or 35 feet.

[d.] The minimum lot size is as follows:

- [1.] Front, 55 feet.
- [2.] Depth, 100 feet.
- [3.] Area, 5,500 square feet.

[e.] The minimum building setbacks are as follows:

- [1.] Front, 15 feet.
- [2.] Side, 5 feet total for both sides.
- [3.] Rear, 15 percent of the lot depth.
- [4.] Side street, 15 feet.

[f.] The permitted accessory uses are for private garages, storage sheds. No structure is permitted for any business enterprise.

[g.] The accessory building requirements in a R-1A Zone are as follows:

- [1.] Maximum height, 25 feet.
- [2.] Minimum setbacks are as follows:
  - [i] Front, to the front of the house.
  - [ii] Side, 5 feet.

- [2.] Side, 7 1/2 feet.
- [3.] Rear, 20% of the lot depth.
- [4.] Side street, 15 feet.

[f.] The permitted accessory uses in the R-2 two-family residence zone are the same as the R-1 zone, except that no garage apartments are allowed.

[g.] The accessory building requirements are as follows:

- [1.] Maximum height, 14 feet.

[2.] The minimum setbacks are as follows:

- [i] Front, 60 feet.
- [ii] Side, 7 1/2 feet.
- [iii] Back, 15 feet.

**3. R-4, single-family rural residential zone.** (*Oakwood Shores only*) The purpose and description for single-family rural residence is to provide for the development of primarily very low-density detached, single-family residences on lots not less than one acre. The permitted uses are single family dwellings, and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district.

[a.] The maximum percentage of the lot used for building will be 35 % of the lot.

[b.] The minimum floor area, or living space in square feet will be 1,500 square feet.

[c.] The maximum building height will be 2 1/2 stories or 35 feet.

[d.] The minimum lot size is as follows:

- [1.] Front, 150 feet.
- [2.] Depth, 200 feet.
- [3.] Area, 1 acre or 43,560 square feet.

[e.] The minimum building setbacks are as follows:

- [1.] Front, 100 feet.
- [2.] Side, 10% of the lot width, not to exceed 25 feet.
- [3.] Rear, 25 feet for the main building and any accessory building(s); 10 feet from a main building to an accessory building.
- [4.] Side street, 25 feet.

[f.] The permitted accessory uses are for private garages, storage sheds, barns. Detached servants quarters without garage shall be permitted. No such accessory building or quarters shall be used or occupied as a place of abode or dwelling by anyone other than a bona fide servant or farm worker actually and regularly employed by the land owner or occupant of the main building or is a guest or family member. The structure shall in any case not be rented, leased or sold and shall not be separately metered. No structure is permitted for any business enterprise.

[g.] The accessory building requirements in a R-4 Zone are as follows:

- [1.] Maximum height, 25 feet.
- [2.] Minimum setbacks are as follows:
  - [i] Front, 60 feet.
  - [ii] Side, 25 feet.
  - [iii] Back, 25 feet.



If your proposed building improvement does not meet the minimum standards for your Zoning use district, you must apply for a variance which must be approved by the Planning and Zoning Commission prior to construction.

---

By signing below, I acknowledge that I have been given a copy of the setback requirements for my zoning classification. I certify that this building meets all setback requirements for temporary, portable or permanent buildings.

I understand that if my building does not meet these requirements, I must apply and receive a variance before construction may start.

I further certify that it is my responsibility to notify the Public Works Director of completion and scheduling of a final inspection.

I understand that failure to comply with the above requirements or any applicable code may be cause for the Public Works Director to suspend or revoke any permit or license and may result in a fine.

\_\_\_\_\_  
PROPERTY OWNER/APPLICANT

\_\_\_\_\_  
DATE

State of Texas        }  
                             }  
County of Brazoria    }

Before me, \_\_\_\_\_ on this day personally appeared \_\_\_\_\_, known to me (or proved to me) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

(Personalized Seal)

\_\_\_\_\_  
Notary Public's Signature



Rich in History - Focused on the Future

## City of Richwood

1800 Brazosport Blvd.  
Richwood, TX 77531  
Phone (979) 265-2082  
Fax (979) 265-7345

### APPLICATION FOR WATER SERVICE

DATE OF APPLICATION \_\_\_\_\_

APPLICANTS NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ TEXAS DL NUMBER \_\_\_\_\_

CO-APPLICANTS NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ TEXAS DL NUMBER \_\_\_\_\_

NEW ADDRESS \_\_\_\_\_ NEW PHONE # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

FORMER ADDRESS \_\_\_\_\_ FORMER PHONE # \_\_\_\_\_

APPLICANT PLACE OF EMPLOYMENT \_\_\_\_\_

JOB TITLE \_\_\_\_\_ WORK PHONE # \_\_\_\_\_

CO-APP PLACE OF EMPLOYMENT \_\_\_\_\_

JOB TITLE \_\_\_\_\_ WORK PHONE # \_\_\_\_\_

APPLICANT NAME & ADDRESS OF NEAREST RELATIVE OR CONTACT  
\_\_\_\_\_

I, the undersigned, do hereby apply for utility services provided by the City of Richwood. I understand that my deposit will be held until service has been discontinued and will be applied to the outstanding balance. I also understand that I will be legally liable for all debts incurred by receiving the services of the City of Richwood. I understand that should I or any other adult residing at my address have a delinquent account with any past utility provider, the delinquency may be added to my current bill and a \$25.00 collection fee will be assessed.

SIGNATURE \_\_\_\_\_

**\*\*IF YOU ARE INTERESTED IN CONFIDENTIALITY REQUEST FOR \$10.00 FEE PLEASE ASK UTILITY CLERK\*\***

\*\*\*\*\*

#### FOR OFFICE USE ONLY

WORK ORDER # \_\_\_\_\_

METER READING \_\_\_\_\_

RECEIPT # \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

DEPOSIT AMOUNT \_\_\_\_\_

## **WATER SERVICE AGREEMENT**

**I. PURPOSE** – The City of Richwood is responsible for protecting the drinking water supply from contamination or pollution; which could result from improper private water distribution system construction or configuration. The purpose of this service agreement is to notify each customer of the plumbing restrictions, which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the City of Richwood will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not reestablish service unless it has a signed copy of this agreement.

**II. RESTRICTIONS** – The following unacceptable practices are prohibited by State regulations:

- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
- B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure zone backflow prevention device.
- C. No connection which allows water to be returned to the public drinking water supply is permitted.
- D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
- E. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.

**III. SERVICE AGREEMENT** – The following are the terms of the service agreement between the City of Richwood and the customer.

- A. The City of Richwood will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the water system.
- B. The customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the City of Richwood or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the water distribution. The inspection shall be conducted during the City of Richwood's normal business hours.
- C. The City of Richwood shall notify the customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic re-inspection.
- D. The customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his premises.
- E. The customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the City of Richwood. Copies of all testing maintenance records shall be provided to the City of Richwood.

**IV. ENFORCEMENT** – If the customer fails to comply with the terms of the Water Service Agreement, the City of Richwood shall, at its option either terminate service or properly install, test, and maintain an appropriate backflow prevention device on the service connection. Any expenses associated with the enforcement of this agreement shall be bill to the customer.

Name (please print)	Signature	Date
City of Richwood	1800 Brazosport Blvd. Richwood, TX 77531	979-265-2082
		www.richwoodtx.gov